



Human Resources

235 Elm Road

Briarcliff Manor, New York 10510-2256

Fax: (914) 989-8502

Verification Letter Request Form

I, _____, request that Pace University sends me a letter of verification with the following information:

Check one or all that apply

☐ Dates of Employment

☐ Title

☐ Other (*Please explain here*)

Please send this form to me via:

☐ Mail

Address: _____

☐ Email

Email Address: _____

☐ Fax

Fax Number: _____

Signature: _____

Pace ID#: _____

Date: _____

Please allow 1-2 business days for the letter to be generated.